

# Timberline Ranch Staff Reference Form 2010

## APPLICANT INFORMATION • COMPLETE BEFORE GIVING THIS FORM TO YOUR REFERENCE

Name: \_\_\_\_\_ Phone(\_\_\_\_) \_\_\_\_\_

Position applied for: \_\_\_\_\_

**Applicant:** Please complete this section of the reference form and then give it to your references. A reference must be an adult who knows you well. At least one reference must be a Pastor or Christian worker, the other two should be employers if possible. **Note:** We cannot process your application until we have received all three of your reference forms.

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

## REFERENCE INFORMATION • ALL INFORMATION YOU PROVIDE WILL REMAIN CONFIDENTIAL

Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Position: \_\_\_\_\_ Phone(\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal: \_\_\_\_\_

E-Mail \_\_\_\_\_

Please provide the following information to the best of your knowledge. Give an honest evaluation of the applicant as you have observed them both at work and in the routine of their daily life. Please attach a separate sheet if more room is needed to answer questions. When complete please mail or fax to:

**DobbyReid c/o Timberline Ranch**

**22351 – 144<sup>th</sup> Ave. • Maple Ridge, BC • V4R 2P8**

• **Phone: (604)-463-9278 (ext 22)**

• **Fax: (604)-463-4346**

## YOUR EXPERIENCE WITH THE APPLICANT

How long have you known the applicant? \_\_\_\_\_ In what capacity/relationship? \_\_\_\_\_

How well do you know the applicant?  Close personal relationship  Close business/formal relationship

Fairly well  Limited knowledge  Other: \_\_\_\_\_

Have you observed the applicant in a leadership role with children or youth?  Yes  No

If so, how did the applicant handle their responsibilities in this role? \_\_\_\_\_

## STRENGTHS AND WEAKNESSES

Please name a few outstanding qualities of this applicant: \_\_\_\_\_

Describe several areas in which the applicant could (or should) develop: \_\_\_\_\_

Do you know of any specific traits or skills that would be an asset to Timberline Ranch? \_\_\_\_\_

## PERSONAL LIFE AND RELATIONSHIPS

Do you know of any circumstances in the applicant's personal or family life that would aid in our understanding of him or her? \_\_\_\_\_

Do the applicant's friendships have a positive influence on them? Why or why not? \_\_\_\_\_

\*PLEASE COMPLETE PAGE 2\*

**SPIRITUAL LIFE AND CHURCH INVOLVEMENT**

\*Note: Please complete only if this relates to your experience with the applicant (eg. Pastor/Christian worker reference)

To your knowledge, is the applicant a genuine Christian?  Yes  No  Unsure

How long has the applicant been a Christian? \_\_\_\_\_ Is the applicant actively involved in ministry at his/her Church? \_\_\_\_\_ If so, in what role(s)? \_\_\_\_\_

Over the course of your relationship, have you observed the applicant maturing in his/her spirituality and relationship with Jesus Christ? \_\_\_\_\_

**PERSONAL EVALUATION • PLEASE CIRCLE THE NUMBER THAT BEST DESCRIBES THE APPLICANT FOR EACH CHARACTERISTIC**

<b>Integrity:</b>	compromises morals		consistent morals		high morals/values	I don't know
	1	2	3	4	5	<input type="checkbox"/>
<b>Work ethic:</b>	lazy		good worker		often takes initiative	
	1	2	3	4	5	<input type="checkbox"/>
<b>Reliability:</b>	irresponsible at times		dependable		totally trustworthy	
	1	2	3	4	5	<input type="checkbox"/>
<b>Leadership:</b>	follower		occasional leader		consistent leader	
	1	2	3	4	5	<input type="checkbox"/>
<b>Communication:</b>	quiet/shy		able to voice opinion		strong communication skills	
	1	2	3	4	5	<input type="checkbox"/>
<b>Attitude toward leadership:</b>	constantly tries to bend rules		generally respectful		supportive of leaders and rules	
	1	2	3	4	5	<input type="checkbox"/>
<b>Team player:</b>	very independent		works well with others		works best with others	
	1	2	3	4	5	<input type="checkbox"/>
<b>Conflict resolution:</b>	leaves issues unresolved		often seeks resolution		always resolves conflicts	
	1	2	3	4	5	<input type="checkbox"/>
<b>Confidence:</b>	self-conscious		outgoing		strong/dominant personality	
	1	2	3	4	5	<input type="checkbox"/>
<b>Love for others:</b>	uncaring/selfish		thoughtful of others		compassionate	
	1	2	3	4	5	<input type="checkbox"/>

**RECOMMENDATION**

Would you hire this applicant to care for your children?  Yes  No Why or why not? \_\_\_\_\_

Would you recommend this applicant to work with children and youth at Timberline Ranch?

**Highly Recommended**  **Recommended, but with the following reservations**  **Not able to recommend**

Comments/Reservations: \_\_\_\_\_

SIGNATURE OF REFERENCE: \_\_\_\_\_ DATE: \_\_\_\_\_

Please feel free to call me about my reference.